

**Approved**  
**Board of Assessors Minutes**  
**Wednesday, July 21, 2021**  
**Monson, MA 01057**

**Present:** Ronald Avery, Jr., Chairman; Russell Bressette, Jr., Member, Christopher Haley, Member, Maryann Wilkinson, Principal Assessor.

The meeting was called to order by Mr. Avery, Jr. at 4:33pm.

**Minutes:** Mr. Bressette, Jr. made a motion to approve the draft open session minutes of June 16, 2021. Mr. Haley seconded. Mr. Avery, Jr., Yes; Mr. Bressette, Jr., Yes; Mr. Haley, Yes. Motion passed 3-0.

**Office Update:** Heather Wilson has joined the assessing office as the assessing clerk. Ms. Wilson comes to us from the building department. Ms. Wilson will begin the required DOR 101 training as soon as it becomes available.

Chapterland application reminder notices and statutory exemption applications have been mailed and office staff is scheduling appointments to review applications with taxpayers as needed.

**Administrative:**

**Warrants and Commitment notices:**

Levy 2021 Commitment #03	347 bills	Total: \$47,327.61
Levy 2021 Recommitment #02R	1 bill	Total: \$61.98

The Board signed the warrants and commitments.

**Correspondence:** Congratulations card, Letter of partnership between First Church of Monson and Silver Street Chapel; ATB Decision for the Appellee on Fiscal Year 2020 RE Abatement #10, parcel # 167-002D

**Chapterland: none**

**Discussion:** Certification Standards and requirement to inspect. Mr. Haley expressed concern about public reaction to the recent building permit inspections performed by our vendor, Bishop and Associates, and feels there could be more information on the Assessor's Department webpage regarding inspections performed for assessment purposes. The Board discussed utilizing an outline of the steps taken when office staff or our vendor is performing an inspection. Mr. Bressette, Jr. discussed the certification standards which require assessors to inspect properties with recent building permits, properties for sale or recently sold, and all other properties at least once every 10 years. The members agreed that additional information on the webpage regarding what to expect during an inspection may help our taxpayers understand and be more comfortable with the process. Ms. Wilkinson will begin work on an outline for the Board to review at a future meeting.

**Schedule next Meeting:**     **Wednesday, August 18<sup>th</sup> at 4:30pm**

Continued:

**Executive Session:**

Mr. Bressette, Jr. made a motion at 5:25pm to go into executive session pursuant to MGL Ch 30A Section 21a (7) and to return to open session only to record any votes, sign reports generated by the votes and adjourn. Mr. Haley seconded.

The following roll call was taken: Mr. Bressette, Jr., Yes; Mr. Haley, Yes; Mr. Avery, Jr., Yes  
Motion passed 3-0

The Board returned to Open Session at 5:43pm to record the following votes:

The vote of the Board on: Motor Vehicle excise applications:

Denied Motor Vehicle abatements:

1 – Levy 2021                      Reason: No bill was issued.

Granted Motor Vehicle abatements:

Levy 2020 MVE Abatement certificates numbered #287  
Levy 2021 MVE Abatement certificates numbered #157 to #188

The Board signed the following MVE Abatement Reports:

MVE Levy 2020 - \$30.76  
MVE Levy 2021 - \$2,721.42

Mr. Bressette, Jr. made a motion to adjourn. Mr. Haley seconded. All in favor.  
Motion passed 3-0.

Meeting adjourned at 5:45pm

Respectfully submitted,  
Maryann Wilkinson

Documents reviewed: draft minutes; Levy 2021 MVE warrants and commitment notices; Congratulations card; Letter of Partnership between First Church of Monson and Silver Street Chapel; ATB Decision; Levy 2020 and 2021 MVE abatement reports.